



**Tillamook Urban Renewal Agency  
210 Laurel Avenue  
Tillamook, Oregon 97141**

**Phone: 503-842-2472**

**Fax: 503-842-3445**

**TURA Regular Meeting  
Wednesday – October 12, 2011 - 5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd  
Vice Chair Carolyn Decker  
Alene Allen  
Lynda Casey  
John Sandusky  
Cheryl Davy

**Board Members Absent:**

Dave Schrom (excused)

**Staff Present:**

Administrator Paul Wyntergreen; Executive Assistant Debbi Reeves; Public Work Director Arley Sullivan

**Guests/Public:**

Tillamook County Commissioner Mark Labhart; Tillamook County Public Works Director Liane Welch,  
Bob Wester, Russell Smith

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 p.m. Roll call was done by Reeves. Schrom had asked to be excused from the meeting. Schrom had emailed his comments on agenda items and are included in the record. All other board members were present. Chairman Hurd welcomed Councilor Cheryl Davy to the board.
2. **Approval of the Minutes:** Chairman Hurd asked for approval of the minutes. Casey had a couple of comments but no corrections or additions were necessary.
  - Sandusky made a motion to approve the minutes of September 28, 2011 as submitted. Allen seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.
3. **Approval of the Bills:** Chairman Hurd asked Reeves for comments on the bills. Reeves explained a revised checklist had been handed out to include a billing from the attorney's office. She also explained some of the larger payments made. Hurd asked about the billing for John Tuthill's office, which Reeves explained. Hurd will call Tuthill's office to find out the status on the Parking Lot Contract.
  - Decker made a motion to approve payment of the bills in the amount of \$20,208.63. (Check #582 - #595) Casey seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.
4. **Financial Report:** None

---

Agency Board Members:

Chairman Don Hurd; Vice Chair Carolyn Decker  
Cheryl Davy, John Sandusky, Alene Allen, Lynda Casey, Dave Schrom  
Administrator: Paul Wyntergreen, Executive Assistant: Debbi Reeves

5. **Public Non-Agenda Items:** None

6. **Pending Business:**

a) **Elks Lodge Grant Agreement:** Chairman Hurd announced he would revise the agenda to speak with the representatives from the **Tillamook Elks Lodge**. He explained the handout, which included new estimates from a contractor and painter regarding the upgrades to the **Elks Lodge**. **Bob Wester** explained what they are doing to upgrade the exterior of the building. Several of the board members asked questions, which were discussed and answered. **Hurd** explained he would like the board to consider adding the revised construction and painting costs to the current grant agreement with the **Elks Lodge**. **Hurd** also explained the **Elks Lodge** are paying for all of the other painting costs for approximately \$15,000 and are not looking for assistance with this part of the project.

➤ **Sandusky made a motion to amend the current agreement to include payments of the quote from Josh Mastell Construction for \$2,925.00 for trim installation, the quote from Josh Matsell Construction for \$1,540.00 for window repair and weatherization, and the quote from Absolute Painting & Construction for additional trim painting for \$1,200.00 for a total amount not to exceed an additional grant of \$5,665.00 and to authorize the Chairman to sign the amendment. Allen seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.**

**Wester** spoke about the back wall of the building, which they will take care of. **Hurd** commented on the alley and noted he has spoken with **City Sanitary Service** regarding the dumpsters. **Wyntergreen** will contact the owners of **Hal's Emporium** regarding the alley also.

b) **3<sup>rd</sup> Street Enhancement Project:** Chairman Hurd announced **Liane Welch** and **Mark Labhart** from Tillamook County were here to discuss the 3<sup>rd</sup> Street Improvement Project. **Wyntergreen** briefly explained what they have been working on regarding the water line portion of the project and why the costs increased so drastically. He went over the process of the project, which was discussed. **Welch** handed out an updated cost estimate analysis with six possible options. There was discussion about the analysis. **Welch** went over each scenario in the analysis explaining how she determined the costs. She explained the ODOT involvement, ROW progress, PUD project timeline, permits, easements, and the bidding process. Tillamook Public Works Director **Arley Sullivan** commented that schedule A & B are both good concepts.

**Hurd** noted **TLC Federal Credit Union** had been contacted before the meeting and they would be willing to finance \$1.5 million in an unsecured loan for up to 12 years. The annual payment would be approximately \$167,000. He went on to explain TURA would combine all current term loans with this new loan, which would be approximately \$1.5 million. This was discussed by the board. **Hurd** commented on the Plan Amendment that is processing and the revenues that could come in

---

Agency Board Members:

Don Hurd: Chairman; Vice Chair; Carolyn Decker

Cheryl Davy, John Sandusky, Alene Allen, Lynda Casey, Dave Schrom

Administrator: Paul Wyntergreen, Executive Assistant: Debbi Reeves

to TURA in the upcoming years. **Hurd** commented on the email from **Schrom**, who is in favor of the 3<sup>rd</sup> Street Project and TURA contribution. **Decker** asked about other potential projects that could come before TURA and if funding would be available if TURA committed to the extra 3<sup>rd</sup> Street Project amount. **Wyntergreen** commented there would be funds available and projected revenues were discussed. **Reeves** noted the tax revenue projections for the next five years are considerable and she went over a projection schedule that had been prepared in April with no increased tax base. There was discussion about cutting back the project to Meadow Avenue but consensus of the board was completion of the project to Marolf Loop is best. **Hurd** asked each member of the board if they would be in support of the entire project and each board member gave their support. **Sandusky** said he is in favor of the whole project. **Sullivan** commented on city water lines and issues. There was discussion about **Fairview Water District** and their water lines. With no further discussion, **Hurd** asked for a motion.

- **Sandusky made a motion to direct staff to obtain financing in the amount of \$866,253 to do the entire 3<sup>rd</sup> Street project, Phase 1 to Marolf Loop Road. Allen seconded the motion. There was discussion about the current loans with TLC Federal Credit Union and bundling/combining them into one large loan. With no further discussion Ayes were received by all board members seated. The motion passed unanimously.**

**Sandusky** thanked **Welch** for all of her hard work for and in the project.

**Welch** asked if the board would like to discuss Phase 2 of the project. **Welch** explained the second part of the project and the Flexible Funds program. She gave a handout to the board, which showed the cost of \$420,000 without the water line costs. **Hurd** mentioned Oregon Transportation Infrastructure Bank (OTIB) had been contacted for possible financing but they do not currently have any funding available. **Labhart** commented he had been a strong supporter of Phase 2 of the project but is now looking at the timing, workload, and staffing. He said TURA support would be imperative in Phase 2 and also noted the county would have zero funds to add to Phase 2 at this time. There was discussion about Phase 2. **Hurd** and **Wyntergreen** both commented the project could be reviewed in a few years and to keep it on the radar. There was some discussion about the Bi-Mart Complex with **Sullivan** commenting on water line upgrades. **Sullivan** said they are working with **Fairview Water District** now and explained his thoughts concerning the 3<sup>rd</sup> Street area. **Labhart** noted the county would stop the application process for Phase 2 for now. The board thanked **Labhart** and **Welch** for the work.

c) **Streetscapes Pilot Project:** **Chairman Hurd** spoke about the pilot project and the possibility of including Main Avenue from 2<sup>nd</sup> Street to 3<sup>rd</sup> Street into the project. **Casey** noted the Streetscapes Committee did not meet on October 11<sup>th</sup> for lack of a quorum. There was discussion about the project, the **Kershaw** application, and the **Masonic Building** metal façade. **Casey** spoke about the first phase of the pilot project with less expensive items. **Wyntergreen** when over Phase 1 and Phase 2 of the pilot project explaining why the committee made the suggestions. There was discussion about downtown façade improvements and parking improvements. **Hurd** would like to get costs together. In discussion about the **Masonic Building**, **Allen** said she would get in touch

---

Agency Board Members:

Don Hurd: Chairman; Vice Chair; Carolyn Decker

Cheryl Davy, John Sandusky, Alene Allen, Lynda Casey, Dave Schrom

Administrator: Paul Wyntergreen, Executive Assistant: Debbi Reeves

with a Mason member to set up a visual inspection. There was discussion about blade signs, and how to implement a program. **Sandusky** said that maybe the Streetscapes Committee could investigate sign standards and approach businesses regarding signs, awnings, facades, etc. **Sullivan** noted his concerns with the new awning on the **Beals Building** and the wrinkles in the awning. **Hurd** said this is being discussed with building owner **Marilyn Saito**. **Sullivan** also noted the rolled curbing included in the 3<sup>rd</sup> Street Project and **Hurd** will contact **Welch** about this. He noted typical curbing is needed on 3<sup>rd</sup> Street.

- **Sandusky made a motion to ask the Streetscapes Committee to develop blades sign design standards and guidelines and bring back to the board for approval with the understanding TURA would then approach the businesses on Main Avenue between 2<sup>nd</sup> and 3<sup>rd</sup> Streets about painting, awnings and blade signs. Hurd seconded the motion. There was discussion about the project area and purpose of standards. Ayes were received by all board members seated. The motion passed unanimously.**

**Wyntergreen** commented the board should think about the geographic area and what was discussed. **Casey** will contact the Streetscapes Committee with the ideas of the board. There was discussion about the north side of 2<sup>nd</sup> Street. **Casey** also mentioned the alley by the **Masonic Building**, which needs cleaned up. There was discussion about the area. **Decker** commented the pilot project report was very good and well put together. She noted a lot of work went into it, which **Casey** said was the work of the committee and the City Manager.

**Allen** mentioned the street and sidewalks still need a good cleaning.

## 7. New Business:

- a) **City Council Appointment:** **Chairman Hurd** asked **Davy** if they could schedule a meeting to talk about TURA and areas she may like to be involved with. **Davy** noted **Reeves** mentioned a TURA book, which **Reeves** will get back from **Martin** and get to her.
- b) **Bank Signature Cards:** **Reeves** will get signature for all board members for the US Bank account and the TLC account now that there have been board changes. **Davy** will sign the new bank signature cards.

## 8. Committee Reports and Project Updates:

- a) **Streetscapes Committee:** No meeting. No quorum present.
- b) **Plan Amendment:** **Wyntergreen** mentioned **Elaine Howard** has asked for a project list, which, is being drafted for the board to review. He explained what the project list could include. **Hurd** commented it would be more of a list of goals and explained his thoughts.
- c) **1<sup>st</sup> Street Parking Lot Contract:** **Casey** asked about the status of the contract with the City on the parking lot. **Hurd** commented he will contact **Kuzma** and noted TURA may have to hire a

new attorney. **Wyntergreen** noted the City Council is ready to move on this whenever the contract is ready.

d) **Beals Building**: Noted previously

e) **Elks Lodge**: Noted previously

9. **Correspondence/Information**: None

10. **Concerns of the Board**: **Casey** asked about the meeting with the **Elks Lodge** and if the Proposal Committee should have been at that meeting. This was discussed. She also asked about the Associations Committee and their role in blade sign standards. This was discussed. **Wyntergreen** noted the Associations were looking more at directional signs and design of signs. **Hurd** asked her to check into this issue with **Justin Aufdermauer** with the **Tillamook Chamber of Commerce** Manager. **Davy** noted [www.gotillamook.com](http://www.gotillamook.com) is a good website to visit for information.

11. **Meetings**: The next regular TURA meeting is October 26, 2011 at 5:30 p.m.

12. **Adjournment**: **Chairman Hurd** adjourned the meeting at 7:10 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

\_\_\_\_\_  
Don Hurd – Chairman